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Office Memorandum • UNITED STATES GOVERNMENT

DATE: 4 August 1953

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TO : Chief, General Services Office

FROM : Acting Chief, Space, Maintenance & Facilities Division

SUBJECT: Cinder Block Building-Alteration Project

Rec mgt 5-1-2

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1. Messrs. [REDACTED] of the Records Services Division, accompanied the writer during an inspection of the Cinder Block Building on Monday, 3 August 1953. It was found that of the 17 items enumerated in our work order number 20-94 dated 13 July 1953, only two (2) had not been completed.

2. Mr. Stanier, PBS Group Superintendent, assured me that the two (2) remaining items will be completed prior to occupancy. These items include the installation of an outside lighting fixture over the personnel entrance as well as the installation of an outside push button and bell located at the guard post. Arrangements have also been made with PBS to thoroughly clean the entire floor tonight.

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3. Mr. [REDACTED] of I&S, made an inspection of the premises on Thursday, 30 July 1953 and determined that all items mentioned in Mr. [REDACTED] memo of 7 July 1953 had either been completed or would be accomplished prior to the move. He indicated that a final inspection will be made by a representative of his office.

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4. As you know, certain medical supplies have not yet been moved to [REDACTED]. These supplies will be moved as soon as alterations have been completed at the latter location. Mr. [REDACTED] interposes no objection to dual occupancy provided the overhead doors at the north and south ends are locked. Ingress and egress will be controlled at the east side of the building.

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5. In view of the forgoing, plans are being formulated by the Records Services Division to start occupancy on Thursday, 6 August 1953. Mr. [REDACTED] of I&S has been apprised of this date.

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